

Memorandum

To: FireCode Project Team
CC:
From: Tory Majors, Business Lead
Date: 9/22/2003
Re: FireCode System Training and Materials

The FireCode User Acceptance System training took place the week of September 8th in Boise Idaho. The testing was very successful and resulted in a few additional changes to the application. The project team members present at this meeting also completed the training plan and strategy.

The training has been developed to include a system overview and then hands-on time with the application. The objective of all of the sessions is to “train the trainers”. The target audience for the sessions, except one, are the dispatch office unit administrator level. Each office has designated two individuals.

The training will take place at the individual’s desk, or they may choose to do it in a central location. The information for connecting into the web location and the telephone number to conference into will be forthcoming, as well as confirmation of the dates and times.

Each session is designed to last up to 2 ½ hours and provide opportunities for questions to be answered. During each session, there will be a minimum of one Dispatch Project Team member and one Administrative Project Team member on-line. In addition, any questions asked during each session will be captured and a frequently asked questions paper will be developed and posted to the website.

The second enclosure to this package is the DRAFT FireCode System User Guide. This package includes the application user guide, general dispatch business rules, continuation of operations plan, agency specific business rules and procedures. There is an appendix which includes a system failure form for completion, agency finance business rules relative to FireCode, and a complete project team list. Please remember this material is still in draft form. It will be posted to the web site once it is finalized.

I encourage you to share this with your agencies’ dispatch community to ensure the attendees for the training session have time to review.

If you have any questions, please do not hesitate to contact me at 208-387-5348.

/s/ Tory Majors
TORY MAJORS

FireCode System Training Plan

- Initial review and hands-on training will be September 17, 2003 for Geographic Area Coordination Center (GACC) representatives and agency designated FireCode System National Administrators. (Pre-designated FireCode System GACC administrators). **(9:00 MDT to 11:30 MDT)**
 - Project Team members will participate in this training session:
 - Jonathan Manski, Dispatch Representative (BLM)
 - Kathy Winship, Finance Representative (FWS)
 - Linda Swain, Finance Representative (NPS)
 - Mike Wallace, Finance Representative (BIA)
 - Tory Majors, Finance Representative, Business Lead (FS)
 - Gary Grimstvedt, Finance Representative (BLM)
 (the conference call line will be available 15 minutes prior to and following for the core group to discuss any items)
 - GACC representatives train their staffs once they receive this training. The target audience for the dispatch office training below the GACC are the Dispatch Office FireCode System Unit Administrators. Once they receive the training they are responsible to train their staffs as data entry users. Goal is to schedule two sessions per day, each 2 ½ hours total. (Alaska will facilitate their own training independent of this process).
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- California – North Zone: September 18 9:00 - 11:30 PDT
 - Jonathan Manski participates
 - **Linda Swain participates**
 - **Tory Majors participates**
 - California - South Zone: September 18 1:00 - 3:30 PDT
 - Jonathan Manski participates
 - **Tory Majors participates**
 - **Linda Swain participates**
 - Pacific Northwest: September 19 9:00 – 11:30 PDT
 - Jonathan Manski participates
 - **Kathy Winship participates**
 - **Mike Wallace participates**
 - Western Great Basin: September 19 1:00 – 3:30 PDT
 - Jonathan Manski participates
 - **Mike Wallace participates**
 - **Kathy Winship participates**
 - Eastern Great Basin: September 22 9:00 – 11:30 MDT
 - Jonathan Manski participates
 - **Tory Majors participates**
 - Northern Rockies: September 22 1:00 – 3:30 MDT
 - Jonathan Manski participates
 - Mike Wallace participates
 - **Kathy Winship participates**
 - **Dave Curry participates**
 - Rocky Mountain: September 23 9:00 – 11:30 MDT
 - Jonathan Manski participates
 - **Mike Wallace participates**
 - **Kathy Winship participates**
 - Southern Area: September 24 9:00 – 11:30 EDT
 - Jonathan Manski participates
 - Kathy Winship participates

- **Linda Swain participates**
 - **Tory Majors participates**
 - Southwest: September 24 1:00 – 3:30 MDT
 - Jonathan Manski participates
 - Kathy Winship participates
 - Mike Wallace participates
 - **Tory Majors participates**
 - **Dave Curry participates**
 - Eastern Area: September 29 2:00 – 4:30 EDT
 - Jonathan Manski participates
 - Mike Wallace participates
 - **Dave Curry participates**
 - **Tory Majors participates**
 - Alaska – Dave Curry providing training independent of these sessions
- GACC assists with training of units within their GACC, with key Project Team members available to answer questions and offer assistance.
 - The FireCode training database will remain available for use after October 1.
 - The User Manual and procedures will be posted and available from the internet at <http://www.nifc.gov/news/nicc.html>
 - Frequently asked questions will be compiled from each training session and made available on the web site.

Project Team Training Member Contact Information

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